

PUBLIC UTILITIES DIRECTOR

FLSA Code: E

Job Code: 4450

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work overseeing the water supply, treatment, distribution, pumping, utility billing and related operations of the city; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the installation, maintenance and repair of water and sewer lines, pumping facility operations, water treatment, utility billing and related public utility operations; coordinating work with other departments and City Manager; maintaining records and files; preparing reports.

Prepares and reviews various engineering studies, plans and reports;

Monitors operational, administration, engineering, customer service, maintenance, pumping and storage activities;

Represents the city on numerous utility-related government agencies, boards and committees;

Plans, organizes, directs and coordinates the activities of all divisions;

Plans, coordinates, oversees and supervises customer service and utility account management activities;

Assists with the development and presentation of utility programs and services;

Establishes scope of work and oversees the design and construction of water and sewer facilities;

Oversees the preparation of department operating and capital improvement budgets and monitors expenditures;

Performs liaison between the Office of the City Manager and field and office operations of the department;

Makes field inspections of public utility operations and projects to ascertain status;

Makes reports and presentations to citizens, City Council and management;

In consultation with division heads, establishes broad operating policies and procedures;

Handles correspondence, prepares a wide variety of reports on department activities as requested;

Recommends operational changes to the City Manager;

Receives citizen inquiries or complaints and dispatches available information recommending action;

Prepares various reports on activities and operations;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university in civil engineering or related engineering field and extensive experience in a responsible position in the public utilities field; registration as a Professional Engineer in the Commonwealth of Virginia; comprehensive knowledge of the principles and practices of civil and sanitary engineering, municipal public utilities administration, planning and design; demonstrated ability to review and analyze plans and specifications for the construction of public utilities facilities, to formulate comprehensive operational policies and procedures, to prepare technical reports, supervise the work of a large staff, and to establish and maintain effective working relationships with city officials, other public officials, associates, contractors and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the

general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.